

### Caroline Town Board Meeting Minutes of August 9, 2023

The Town Board Meeting to discuss the draft Zoning Law was held hybrid and called to order at 6:06 p.m. by Town Supervisor, Mark Witmer

**Attendance:**

Supervisor Mark Witmer  
Councilmember Cal Snow  
Councilmember Tim Murray  
Councilmember Kate Kelley-Mackenzie  
Councilmember Michele Brown

**Recording Secretary:**

Jessie Townsend, Town Clerk

**Public Attendance:** 4 in-person, 3 via zoom

---

#### Discussion of Draft Zoning Law

Definitions as follows:

Lodging: A facility where sleeping accommodations are offered primarily for transient travelers and providing accessory off-street parking facilities. The term includes other similar uses such as motels, tourist courts, motor lodges, auto courts, inns, and hotels.

Transient Occupancy: A parcel of land or structure on a parcel of land used to accommodate persons passing through or visiting for a brief stay, generally less than a week but not more than 30 days, for example in a hotel, motel, bed and breakfast, or short-term rental.

Glamping/Glamorous Camping/Glamping Site: Glamping, short for "Glamorous Camping," is a form of camping unit that includes, but is not limited to, amenities such as furniture, residential-quality mattresses/bedding, kitchens/kitchenettes, electricity, lights, running water, climate control and full toilet contained in tents, cabins, or other non-motorized structures that include, but are not limited to, safari tents, tree houses, yurts, and other accommodations. A glamping facility contains four or fewer camping sites (five or more shall be considered a campground and regulated pursuant to New York State Health Law).

Setbacks:

Definition of Setback in our draft zoning law is: *The distance in feet between the building or other use and any lot line or designated point. Where a front setback may be required, such setback shall be measured from the edge of the designated right-of-way established by the road or street.*

Proposal: All districts - 10 ft. front setback to allow for utilities and sidewalks. Side and back setbacks of 10 ft. for safety and access.

#### ARTICLE VI – SUPPLEMENTARY STANDARDS

Section 6.5.9 Junk, Trash, Rubbish, Garbage, Reuse, Debris, and Discarded Materials.

Change wording as follows:

“Tompkins County regulates the recycling, reuse, and disposal of solid waste (Article IV of Tompkins County Code). New York State Municipal Law §136 requires that any property with two or more unregistered motor vehicles be licensed as a junk yard (see Town of Caroline 1982 Ordinance Licensing and Regulating Junk Yards).”

## ARTICLE VII – SITE PLAN REVIEW

**Section 7.2A:** amend "Article VI" to "Article VII"

**Section 7.2D:** rewording: Except for uses identified in 7.2 (B) and (C) above, all uses identified in Table 1 as requiring Site Plan Review (SPR) or a Special Use Permit (SUP) require review and approval by the Review Board under the procedures and criteria set forth for Site Plan Review (Sections 7.1-7.8).

**Section 7.2F:** ...as specified in D above. (add “D”)

*Section 7.3.18 – discussed removing “Common Birds in steep Decline.” – Withdrawn*

**Amend definition of Scenic Resources:** delete last clause, “as well as additional views in the Town that contribute to the quality of life of Town residents and attract visitors to the area.”

**Section 7.4.15** Scenic Resources. “The design of the Development should mitigate blocking the view of Scenic Resources...

**Section 7.4.17.** remove “Cultural” and reword as follows: “Historic and Archeological Resources. The design shall incorporate and preserve Sites of historic and Archeological value, and their environs, insofar as needed to safeguard the character of the feature.”

**Section 7.4.20:** Replace second sentence with “The Development’s impact on the Town budget may be taken into consideration by the Review Board.” *Discussed Economic Impact Study as well as Economic Assessment – will seek review and feedback from Nan.*

**Section 7.4.21:** *Discussed Site Restoration Requirements – will seek review and feedback from Nan.*

**Section 7.5.C.2:** amend "Any such waiver by the **Review Board** (not Planning Board) shall be done in writing...".

**Section 7.6.A.3.g:** Remove “cultural Sites”

**Section 7.6.A.4.i:** *Discussed contour change of 2 ft as opposed to prior SPR Law 4ft. – left as is for now*

**Section 7.7.3:** Public Hearing: Site Plan Review requires a public hearing – previous SPR left this up to the Review Board (by majority vote) – *Discussed - Withdrawn*

**Section 7.7.11.A:** change wording line 2: change performance guarantee to “Performance Guaranty”

## ARTICLE X – ENFORCEMENT AND ADMINISTRATION

**A.:** wording: “This Local Law shall be enforced by the **Zoning Officer**, who shall be appointed by the Town Board.” *Allows flexibility for Building, Zoning or Enforcement Officer.*

Motion by Supr. Witmer – 2<sup>nd</sup> by Clm. Murray  
PASSED (unanimous)

---

### Other Discussion

Supr. Witmer shared that the Town Attorney has begun his review of the draft law.

A Motion to adjourn the meeting was made by Supr. Witmer and seconded by Clm. Kelley-Mackenzie and carried unanimously at 7:31 PM.

----Meeting Adjourned----

Respectfully Submitted,  
*Jessie Townsend*